

Position Title: Small Library Director

Job responsibilities

The Library Director represents the library in the community and manages all aspects of the day-to-day operation of the library. The director oversees development of all programs and collections, delegating tasks as appropriate. Management of staff (including volunteers), finances, and library facilities are primary roles.

Job duties

Assists patrons in the use of print materials, equipment, and technology by answering questions and offering basic technical assistance. Provides internet and database assistance to patrons, offering library and community resources appropriately. Cooperates with other libraries through interlibrary loan. Trains and supervises volunteers to assist in library operations. Insures that patron privacy standards are consistently maintained in accordance with library and state standards. Develops collection in response to overall community needs, accessing appropriate library vendors, supporting ongoing weeding, and evaluation of donated materials. Provides suggestions and guidance to the board on policy issues that conform with professional library and state standards. Initiates and coordinates programs. Provides monthly reports to the board on library operations. Participates in ongoing continuing education, attends professional and community meetings, and participates in fundraising events as time allows.

Supervisory authority

Supervises volunteers and substitute staff.

Special working conditions

Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing activities. Manual dexterity, clear speech, visual and hearing acuity are necessary.

Minimum qualifications

High school graduation and at least three years of progressively responsible experience working with the public is required. Bachelor's degree preferred. Knowledge of public library services and operation and of library collections required. Willingness to pursue continuing education in the library field is expected.

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